

Kaiako

Haepapa Mahi - Kaiako 2020

Name		
Ministry Number		
Registration - Education Council	Ed Council No.	
	Registration Status	
	Practicing Certificate Expiry Date	
Tūranga Mahi	Kaiako	
Part Time/ Full Time	Full Time	
Collective	Area Schools Teachers Collective Agreement 2016 - 2019	
Responsible to	The Tumuaki who exercises delegated authority to action the board's planned programmes of work as the professional leader and day to day manager and chief executive of Te Kura Kaupapa Māori o Puau Te Moananui a Kiwa	
Purpose	The Job Description is an integral part of your personnel documentation for the time you are employed at Te Kura Kaupapa Māori o Puau Te Moananui a Kiwa	
Accountability	<ul style="list-style-type: none"> <input type="checkbox"/> You will enable the educational achievement of all ākonga. <input type="checkbox"/> You will support the kura to achieve the aspirations of parents <input type="checkbox"/> whānau, hapū, hapori and Te Aho Matua that define the special character and culture of the kura. <input type="checkbox"/> You will maintain <i>Ngā Tikanga Matatika me Ngā Paerewa</i>^[1] to provide the highest standards of professional services of learning of those you teach. <input type="checkbox"/> You will maintain the Teacher Standards and Puau Te Moananui a Kiwa quality practices as set out in your annual performance agreement and subsequent performance review. 	

Development	<p>You will use this Job Description, the Charter, and other relevant kura lead documentation</p> <ul style="list-style-type: none"> ❑ to assist you to target personal and professional learning and development goals ❑ to advance your teaching skills, knowledge, and experiences by actively engaging in your performance review (appraisal) process ❑ to collate your evidence based <i>Kōpaki Ngaio</i> [2] <u>prior to the expiry date</u> of your practicing certificate and present that with your registration application to the tumuaki for consideration

DUTIES & RESPONSIBILITIES - KAIKO	
1. Ngā Matāpono	<p>Ka whakamanatia, ka whaia Te Aho Matua me ōna tikanga.</p> <ol style="list-style-type: none"> a. Ka whakaako i ngā marau o Te Marautanga o Aotearoa. Āwhinatia hokitia ki te whakariterite i te marau o Te Aho Matua. b. Kia noho pumau ki ngā tikanga o tōu akomanga me te kura. c. Ka noho rūmaki tō akomanga d. Ka whakahaere i tō akomanga ia rā, ia rā. e. Me kawe, me whai, me mahi i ngā aratohu tā ngā kaiwhakahaere a te Kura. f. Whakamaua te āhuetanga hirahira o tō tātou Kura – Te Aho Matua g. Whakamahia te māhere mārau kia tutuki pai i ngā whāinga a te tūtohunga h. Me whakaaromatawai, me whakaarotake i ngā ākonga e ai ki ngā māhere aromatawai tā te Kura Tuatahi. i. j. Whakamahia ngā pūrongo me ngā raraunga kia whai ai i ngā taumata mātauranga o ia ākonga. k. Me whakatenatena i te whanau kia āwhina, kia tautoko kia mahitahi ki ngā kaupapa tā te Kura. l. Me taetae mai ki ngā hui kaiako, ki ngā hui whakangūngū kua whakatau kē.
2. Whakaako Tauira	<ol style="list-style-type: none"> a. Me whakarite i ngā māhere ako – a tau, a wahanga, a ka tuku mai i ngā wā tika.

	<p>b. Me hāngai ki ngā kaupapa kua whakataungia, e hāngai ki ngā whāinga o Te Kura, te tūtohunga me Marautanga o Aotearoa, ā, me āwhina ki te whakarite i te Marau o Te Aho Matua ki tō mātou Kura.</p> <p>c. Ka aro atu ki ngā taurira me ngā whakaakoranga kua whakaritea e koe, te hōtaka me tāu pukapuka pouako, hāunga ki tā te kura kua whakarite ai.</p> <p style="text-align: center;"><i>Kia mau te wehi o te akomanga, whakatakoto te mānuka hei hikohiko i te hinengaro o te taurira.</i></p> <p>d. Kia mahere rautaki mai i ngā momo a akomanga hei whakanikoniko i ngā taurira ki te whai mātauranga.</p> <p>e. Ka aromatawai i ngā taurira me te mea ka aha hei hikihiki i te werawera o aua taurira ki ēra pukenga kei runga ake i a rātou.</p> <p>f. Me tuhi i ngā pūrongo, whakarite korero/ tuhituhi mō ngā uiui mātua, ā me tae mai ki ngā hui mātua.</p> <p>g. Me aromatawai i ngā āhuetanga o ia akonga – tōna whanonga, tōna wairua, tōna taumata mātauranga.</p> <p>h. Whakaritea ngā māhere ako mō ngā ākongā Kamehameha.</p> <p>i. Whakaritea ngā mahi kāinga mā ngā akonga.</p> <p>j. Me aroturuki i ngā akonga, ā tukua ngā āwangawanga ki ngā pūnaha e hāngai ana.</p> <p>k. Me whai i ngā tukanga e pā ana ki ngā whanonga akonga.</p> <p>l. Kia whakapuaki mai i to mōhiotanga, mātauranga e pa ana ki ngā hūanga e whai ake nei;</p> <p style="text-align: center;"><i>Mātauranga Māori, mātauranga whakaako, mātauranga aromatawai, mātauranga whakangūngū</i></p>
<p>3. Āhuetanga Ake</p>	<p>a. Kia kaua e tae tō muri mai ki te kura. 8:30 ia ata</p> <p>b. Ka piri ki te kura mē ōna tikanga, ka tiaki taurira i ngā wātea, te paramanawa, he aha ake rā . Ia wiki ka noho kī ngā hui-a-pouako.</p> <p>c. Kia ataahua/purotu mai tō hanga.</p>
<p>4. Te Ngaiotanga o Te Pouako</p>	<p>a. Ka whai kaha ki te whakapakari koe i a koe anō e pā ana ki te reo, te marautanga te kura, me tōna ake kei te whakaaro e tika ana me whai.</p> <p>b. Kia hīwara ā ka whai koe i ngā kaupapa here o te kura.</p> <p>c. Me whai i ngā pūnaha mō te aromihi</p>

<p>5. Te Taiao</p>	<ul style="list-style-type: none"> a. Whakarakaina ngā matapihi me ngā kuaha. b. Whakahokia ngā rauemi ki ngā wāhi tika. c. Me whai i ngā tikanga huhua ki tā te kura mo ngā pūnaha EOTC me ērā atu. d. Awhinatia ki te tiaki i te taiao me ngā taputapu o te Kura.
<p>PLD</p>	<p>Te Marautanga o Aotearoa, Te Reo Matatini - Pānui Pūkete Haere, Ngā Manu Tuhituhi, Kōrero, Manaiaikalani</p>

Waitohu Pouako: _____

Te Rā:

Waitohu Tumuaki: _____

Te Rā:

Ngaire Tauhara-White